

# OFFICE OF THE INSPECTOR GENERAL

## Job Announcement



**JOB TITLE:** Student Assistant  
**TIME BASE:** Part-Time  
**SHIFT:** Daytime (Varies)  
**WORK DAYS:** Monday - Friday  
**LOCATION:** Sacramento

**DUTIES:** The Office of the Inspector General (OIG) is seeking applicants for a student assistant position in the Sacramento region. With direction provided by a Deputy Inspector General, Senior, the Student Assistant is responsible for conducting detailed analytical reviews of use of force incident packages and inputting select information into a database for reporting purposes.

Review California Department of Corrections & Rehabilitation (CDCR) incident reports to discuss with the assigned Deputy Inspector General and to input necessary information into the OIG Tracking & Reporting System (OTRS). Analyze the data and review database reports to identify potential trends. Present results and recommendations to the Deputy Inspector General, Senior.

**REQUIREMENTS:** The incumbent must possess excellent writing and communications skills, use good judgment in decision-making, organizational skills, and the ability to work well with others. The incumbent must also have the ability to ensure the privacy and security of confidential documents and material handled and/or delivered inside or outside the agency. The incumbent must also possess and exhibit the following: a reputation for honesty and trustworthiness, dependability, integrity, and initiative.

**DESIRABLE QUALIFICATIONS:** Enthusiastic, mature and self-motivated individuals who are currently enrolled in college, majoring in Criminal Justice or in a related field is preferred. Individuals must carry a minimum of six units and maintain a 2.5 GPA or better. Applicants, who have experience and proficiency with Microsoft Word, Excel, Outlook, and PowerPoint, will be given strong consideration.

**ADDITIONAL INFORMATION:** Individuals who are, or have been, a dependent child in foster care, a homeless youth, or a formally incarcerated youth as defined by Government Code section 18220 are encouraged to apply and will be given priority. If you are applying under this eligibility status, please indicate your eligibility under the supplemental question on the UEI application. Please note that prior to appointment, individuals claiming preference under one of these categories will be required to furnish documentation establishing their eligibility.

**HOW TO APPLY:** Interested applicants **must** apply using the link below for University Enterprises, Inc. (UEI) <http://www.ueijobs.com/>

### **HIRING IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND INVESTIGATION**

(Individuals will be required to submit to background investigation and fingerprint assessment before a hiring appointment can be made.)

**LOCATION:** Office of the Inspector General  
10111 Old Placerville Rd # 110  
Sacramento, CA 95827

**CONTACT PERSON:** Lila Wasko  
Human Resources  
(916) 255-1124

**SUBMIT RESUMES BY:** April 3, 2019

It is the objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, civil service rules, and the special trust placed in public servants.

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation